

## What is a Rental Registry?

Owners who rent their residential properties by the week, month, season, or year are required to register their rental properties with the Town and obtain a Rental Registry Number. The information required to register includes, but is not limited to: the property owner's name, address, and phone number, the location of the property, the number of rooms, bedrooms, and number of tenants, and the length of the rental term. A self-inspection checklist, confirmation by the Building Department that a Certificate of Occupancy is on file, and a \$100 filing fee for a two-year term are also required. There is no charge to update the registration.

## Why did the Town adopt a Rental Registry?

It has been a longstanding tradition for members of our community to rent their homes to help make ends meet. The Rental Registry preserves and does not interfere with those legal rights. Rather, it provides a mechanism to balance the needs of property owners with the needs of the community to preserve the quality of life in our residential neighborhoods and protect the safety of tenants and first responders, as well as to protect our drinking water.

The Rental Registry will provide the Town's Public Safety personnel with additional information to ensure compliance with the Town Code. This information, along with the better regulation of rental properties as provided by the Registry, will help protect the health, safety, and welfare of rental property occupants, as well as the community at large.

## How do I register my property?

Property owners who rent their residential properties must obtain a Rental Registry Number, which the Building Department issues once owners have submitted the proper paperwork, including a notarized Rental Property Registration Form, a notarized Rental Property Self-Inspection Checklist, a copy of the latest Certificate of Occupancy or confirmation by the Building Department of such, and the \$100 filing fee.

The Rental Property Registration Form, Rental Property Registration Update Form and the Rental Property Self-Inspection Checklist are available at the Building Department at 300 Pantigo Place and on the Town website, [www.eshamptonny.gov](http://www.eshamptonny.gov), under "Rental Registry."

**IN THE EVENT OF A POLICE, FIRE OR  
MEDICAL EMERGENCY,  
CALL 911**

**EAST HAMPTON TOWN POLICE  
(NON EMERGENCY)  
631-537-7575**

**OTHER IMPORTANT  
EAST HAMPTON TOWN NUMBERS**

**CODE ENFORCEMENT  
631-324-3858**

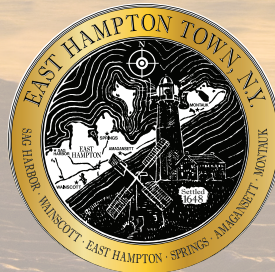
**BUILDING DEPARTMENT  
631-324-4145**

**FIRE PREVENTION  
631-329-3473**

**NATURAL RESOURCES DEPARTMENT  
631-324-0496**

**HIGHWAY DEPARTMENT  
631-324-0925**

**AIRPLANE NOISE COMPLAINT HOTLINE  
800-376-4817**



**This brochure is available in Spanish at  
[www.eshamptonny.gov](http://www.eshamptonny.gov)**

**Este folleto esta disponible en español en  
[www.eshamptonny.gov](http://www.eshamptonny.gov)**



## TOWN OF EAST HAMPTON RENTAL REGISTRY

Frequently Asked Questions

### Town of East Hampton

159 Pantigo Road • East Hampton, NY 11937  
[www.eshamptonny.gov](http://www.eshamptonny.gov) • (631) 324-4141

Larry Cantwell, Supervisor  
Peter Van Scoyoc, Deputy Supervisor  
Kathée Burke-Gonzalez, Councilwoman  
Sylvia Overby, Councilwoman  
Fred Overton, Councilman

### **What are the benefits of a Rental Registry?**

The Rental Registry is designed to help the Town enforce our existing Code with respect to short-term rentals, share houses, overcrowded houses and unsafe conditions. It will also assure the consumer that the rental property has been registered in accordance with the law.

The requirement that the Rental Registry Number be included in any advertisements listing the respective property for rent will provide an invaluable tool for Code Enforcement investigating illegal uses of properties offering shares or multiple short-term rentals.

### **Why can't we just enforce the laws that were already on the books?**

The information collected for the Rental Registry is designed to do just that. Often, Town enforcement personnel lack the information required to enforce the Code and must conduct extensive investigations to obtain enough evidence to support charges or respond to complaints. This law provides for the efficient use of the Town's limited resources to enable maximum enforcement and expedited investigations.

### **Do other municipalities require some form of a Rental Registry program?**

Yes, many municipalities use Rental Registries to ensure that rental housing meets basic health, safety, and welfare standards. With the adoption of this law here in East Hampton, eight out of ten towns in Suffolk County have some form of Rental Registry or Permit. The Town of East Hampton's law does not apply to the incorporated villages of East Hampton and Sag Harbor.

### **How does the required home inspection work?**

The applicant is required to submit a notarized Rental Property Self-Inspection Checklist. Items on the checklist include, but are not limited to: having the house number visible from the street, handrails on all stairways, properly marked electrical panels, smoke detectors installed and working in every bedroom, and fireplaces or wood-burning stoves having doors/screens, as well as pool safety requirements. The Rental Property Self-Inspection Checklist can be completed by the property owner or a licensed architect, licensed engineer or licensed home inspector.

### **Is there a fee to register my property? And will my registration expire?**

Yes, there is a \$100 filing fee. Your Rental Registry permit will expire two years from the date of issuance. There is no fee to update during this time period.

### **What if you don't have the tenant information at the time you register, or the tenants move out during the two-year registration term?**

You can register your property and obtain a Rental Registry Number without tenant information. Once a tenant is selected, a Rental Property Registration Update Form can be filed to complete the information required on the Rental Property Registration Form.

Should any information required on the Rental Property Registration Form change during the two-year rental period, including, but not limited to: a change in the rental term, the start of a new rental term, or the number of tenants or bedrooms, the property owner will need to submit a notarized Rental Property Registration Update Form at no charge.

### **Do you need to register your home if you are the owner and you rent it to immediate family?**

No. If immediate family members (the owner's spouse, children, parents, siblings, grandparents or grandchildren) are living in your home, you do not need to register your property.

### **Do you need to register your home if you are the owner and you live in the home and rent out one or two rooms?**

No. If the home is owner occupied, you do not need to register your property.

### **What is the penalty if you don't register your property?**

You will be in violation of the law. Should you be convicted of a first offense, the violation carries a fine that ranges from \$3,000 to \$15,000 or imprisonment for a period not to exceed six months, or both. A violation can be issued for every day that you fail to register.

### **Is there a violation if you don't publish the Rental Registry Number in advertisements?**

Yes. Failure to publish the Rental Registry Number in advertisements is a violation of the law. Should you be convicted, the violation carries a fine that ranges from \$150 to \$1,500 or imprisonment for a period not to exceed 15 days, or both. This is not a criminal offense.

### **Is the tenant in violation of the law if the property owner doesn't register the rental property?**

Yes. If a tenant is living in an unregistered rental property, the tenant can be found in violation of the law. Should they be convicted of a first offense, the violation carries a fine that ranges from \$3,000 to \$15,000 or imprisonment for a period not to exceed six months, or both.

### **Why are violations of this law considered misdemeanors?**

The penalties in the law are consistent with the Town's zoning and building codes, which for jurisdictional and legal reasons, are unclassified misdemeanors.

### **Does the Rental Registry change any of the current laws?**

No. Under the Code, a property owner can rent their residential property up to twice in six months if the rental period is less than two weeks. If the rental period is two weeks or longer, a property owner will still have no limit on the number of times they can rent their residential property for such a term. The following Code provisions also remain in effect: no more than four unrelated persons in a residential rental property and no more than four cars parked at a rental property that is not owner occupied.



**TOWN OF EAST HAMPTON  
RENTAL REGISTRY**